

PLYMOUTH DISTRICT LIBRARY BOARD

Regular Meeting, Tuesday June 18, 2019, 7:30 p.m.

Dunning-Hough Library 223 S. Main, Plymouth, MI

- 1 Call to order and attendance
- 2 Approve agenda
- 3 Approve minutes of May's meeting (attached)
- 4 Public Comment
- 5 Financial report and list May's bills (attached)
- 6 Librarians' Report (attached and at meeting)
 - 6.1 Trustee Reports
- 7 Committee Reports
 - 7.1 Building Committee – No June Meeting
 - 7.2 Personnel Committee – No June Meeting
 - 7.3 Goals Committee – No June Meeting
 - 7.4 VEBA Committee – June 17, 2019 Meeting
- 8 Old Business
 - 8.1 IT and Facility Staffing Update (at meeting)
 - 8.2
- 9 New Business
 - 9.1 Review Equipment and Building Reserve (at meeting)
 - 9.2
- 10 Adjourn

Plymouth District Library Mission

To connect, enrich, and improve lives through information, services, and spaces.

**Plymouth District Library Board
Dunning-Hough Library
223 S. Main Street
Plymouth, MI 48170
Tuesday, May 21, 2019**

1. Call to order and attendance – Vice President Harper called the meeting to order at 7:31 p.m.

PRESENT: Trustees *Anderson, George, Harper, Khogali, Maguire, **Morrison, Pappas

*Trustee Anderson arrived at 7:33 pm

**Trustee Morrison arrived at 7:32 pm

ABSENT:

ALSO PRESENT: Carol Souchock, Director; Sandy Young, Administrative Assistant; Robyn Lowenstein, Business and Human Resource Administrator

PUBLIC: Mr. Vaz – Plymouth, MI
Rana Emmon, C.P.A., PSLZ, LLP, Plymouth, MI

2. Approve agenda –
 - Director Souchock asked to remove Agenda Item # 9.3 from the meeting

Resolved by Trustee Maguire; seconded by Trustee Pappas to approve the agenda as amended.

AYES: 6

NAYS: 0

PASSED

3. Approve minutes of April's regular meeting –

Resolved by Trustee Pappas; seconded by Trustee Maguire to approve the Minutes of May's regular meeting.

ABSTAINED: Trustee Harper since he was not at the April meeting

AYES: 6

NAYS: 0

PASSED

4. Public comment –

- Mr. Vaz handed out a summary of his comments, regarding emergency lighting pricing. These comments are available in the Library's copy of the May 2019 Board packet. Please request assistance from Administrative staff for access

9.1 2018 Audit Presentation (see 9.1 for audit comments)

President Anderson took over the chairing of the meeting at 8:13 pm

5. Financial report and list of May's bills –

- Audit adjustments take place prior to the audit; however final year end balances reflecting true year-end figures are usually shared with the Board in the fall during the budget process. Moving forward, Director Souchock would like to give this data to the board sooner so that it can be used to help fine tune the budget for the next year. Director Souchock will give the Board true year-end figures in next month's meeting
- Boilers were replaced within the past couple of years. At that time boiler pumps were not in need of replacing. However, one of the two boiler pumps recently failed and there are no replacement parts available since they were installed in 1998. Costs to replace these pumps are currently not available
- The Library received funding from the Bosch Community Fund in the amount of \$15,000. The Bosch funds are going toward lynda.com, \$7,000 and virtual reality equipment. Trustee Anderson asked if the Library provided Bosch with any type of recognition. Director Souchock said the Library's newsletter is used to acknowledge Bosch's contributions to the Library
- There is a growing trend with Libraries that is causing some libraries eliminating the fines for overdue library materials
- Trustee Harper mentioned that some of our neighbor libraries are eliminating fines and this may lead to inquiries about our Library doing so

Resolved by Trustee Maguire; seconded by Trustee Morrison to accept the financial report.

AYES: 7

NAYS: 0

PASSED

Resolved by Trustee Harper; seconded by Trustee Maguire to approve for payment check numbers 28029 through 28118 and May's payroll and retirement transfers and monthly interest notices.

AYES: 7

NAYS: 0

PASSED

6. Librarians' Report –

- The Library's part time facilities employee will be out on medical for a couple of months. The Library may contract out on a short term basis
- AARP, who provides free tax services during tax season, gave the Library a donation in appreciation for all the Library does to help them during this time
- The Library will host an event on August 25, 2019 at Township Park titled "Camp Plymouth" in lieu of a back-to school blast since Canton schools is already doing a back-to-schools event. This will be an end of the summer event. Director Souchock has asked the participation of some of the board members at this event
- Director Souchock attended a municipal finance workshop hosted by Michigan State University and Michigan Department of Treasury for municipalities. She attended this workshop to assist with fully understanding Proposal A and the Headlee Amendment
- Robyn Lowenstein invited the board to attend next Wednesday's volunteer luncheon

6.1 Trustee Reports - None

7. Committee Reports

- 7.1 Building Committee – No May Meeting
- 7.2 Personnel Committee – May 21, 2019 Meeting – See 9.2
- 7.3 Goals Committee– No May Meeting
- 7.4 VEBA Committee – No May Meeting

8. Old Business –

8.1 IT Staffing Update

- Director Souchock said the response for this position has been great with many people applying for the job, with many from TLN applying for the position. Interviews will begin next week
- 8.2 Budget Adjustment February Water Damage Insurance Claim

Resolved by Trustee Harper, seconded by Trustee Pappas, to approve the proposed 2019 Budget Adjustment of \$81,765.00.

AYES: 7

NAYS: 0

PASSED

9. New Business –

9.1 2018 Audit Presentation by Rana Emmon, C.P.A., PSLZ LLP

- Rana Emmons of PSLZ reviewed the 2018 Audit with the Board. The Library received an unmodified clean letter resulting from its internal controls having remained solid

Resolved by Trustee Harper, seconded by Trustee Morrison, to accept the 2018 Plymouth District Library audit report

AYES: 7

NAYS: 0

PASSED

9.2 Health Insurance

- Trustee Anderson said this reflects an increase of 4.6%, which comes in under the projected budget increase of 15%

Resolved by Trustee Pappas, seconded by Trustee Khogali, to approve the renewal of the current employee health insurance, BCN Healthy Blue Living Plan, for the plan year 07/01/19 to 06/30/20.

Roll Call:

AYES: Anderson, George, Harper, Khogali, Maguire, Morrison, Pappas 7

NAYS: 0

RESOLUTION PASSED

9.3 Capital Budget Planning – removed from agenda

9.4 Wine and Beer Policy

- The concept of bringing adult beverages into the Library during specific programs was discussed. The majority of board members felt it was unwise to set such a precedent

10. Adjourn –

Resolved by Trustee Pappas; seconded by Trustee Maguire to adjourn the meeting at 9:00 p.m.

AYES: 7

NAYS: 0

PASSED

Jacqueline George, Secretary